

**STAFF AWAY DAY APPROVAL FORM**

**July 2018**

**\*Love from your HR team**

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**AIM & PURPOSE**

The Students’ Union recognises that away days can play an important role in the planning, development and team building process for departments/ team but wants to ensure that these days have a set purpose and measurable outcomes, and that they remain within budget.

**CRITERIA**

For an away day proposal to be accepted it must meet the following criteria:

* Mandatory for all department/team members to attend
* Full agenda for the time spent away from the office
* Have clear objectives and measurable outcomes for the day
* Team building activities must be formal and facilitated
* Be within the set budget of £20 per head
* If staff would like to partake in an activity which exceeds the budget per head they are at liberty to pay the difference themselves.
* Managers must take care that staff do not feel under pressure to contribute to mandatory activities. Departments are at liberty to organise self-funded social activities with optional attendance as they wish
* All social activities following away days are to be paid for by staff members

Please complete the form below to seek approval for event to take place.

**PROPOSAL**

Department:

How will this help you to achieve your vital stats?

Venue:

Date & Time:

Cost per Head:

Objectives:

Measure of success:

Approved by:

Department Director Date:

PTD Budget holder Date:

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